OPERATIONS BUSINESS TEAM
June 1, 2000 (DRAFT)

	OPPORTUNITY CATEGORY	DECISIONS AND ACTIONS	STATUS / ISSUES / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1	Costs & Cash Flow	Operations Strategic Plan Update	Strategic Plan update given. Next review for direct reports scheduled for 10/26/00.	DONE	H. Burnley
2	Organizational Capability	MONTHLY - Creating the Future Update	OBT "Want to Do List" for 10X Vision reviewed and to be distributed to all OBT direct reports.	DONE	OBT
3	*All Categories*	*Questions & Issues*	*OBT to give answers during Team Check-In*	*6/16/00*	*JRN*
4	Communications	Intranet Council	T. Jarona & B. Kelly to make presentation. Time: 45 min.	6/16/00	JRN
5	Compliance	QUARTERLY Review - Warrant Response Plan	Update to be distributed to OBT prior to 6/16/00 meeting. J. Holleran to address any questions briefly at the meeting.	6/16/00	J. Holleran
6	Consolidation & Integration	Production Plan Update	R. Kelly to give update. Time: 30 min.	6/16/00	H. Burnley & SR
7	Costs & Cash Flow	MONTHLY - Operations Budget Update	April / May review scheduled for the 6/16/00 meeting. Time: 30 min.	6/16/00	M. Saine
8	Costs & Cash Flow	Repair Parts Inventory Update	M. Gordon to make presentation. Time: 15 min.	6/16/00	SR
9	Costs & Cash Flow	Strategic Plan Review - Cost (Leaf), Competitiveness, Capability	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	6/16/00	H. Burnley
10	Organizational Capability	PMEF Update	C. Comes to give update. Time: 30 min.	6/16/00	T. Hanson
11	Organizational Capability	Quality of Worklife	T. Jarona to revisit Personal Services further after the fitness center opens. Time: 20 min.	6/16/00	H. Long
12	Quality System Implementation	Quality System S Curve & Milestone Update	J. Williams to give update. Time: 20 min.	6/16/00	JAC
13	Quality System Implementation	Quality System Milestone Review for Manufacturing	J. T. White to give update. Time: 25 min.	6/16/00	JAC

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14	Consolidation & Integration	Bureaucracy Challenge Update	L. Pulsifer to give update.	6/29/00	H. Burnley
15	Compliance	Case Tracking	R. Talley to make presentation.	6/29/00	JAC
16	Compliance	Ingredient Disclosure Model	D. L. Williams to make presentation. Time: 20 min.	*6/29/00*	R. Cox
17	Consolidation & Integration	Plug Wrap Spec Optimization	M. Mobrem to give update. Time: 15 min.	*6/29/00*	U. Nyffeler
18	Consolidation & Integration	Standardize All KS to 83mm & 100's to 98mm	M. Mobrem to give update. Time: 15 min.	*6/29/00*	U. Nyffeler
19	Costs & Cash Flow	Financial Control Process Improvements	Recommendations made concerning job rotations in certain areas to improve financial controls. OBT members to review job rotation opportunities within their areas and present action plan in 60 days.	6/29/00	M. Saine
20	Costs & Cash Flow	Manufacturing Yield Measures	J. Calloway and D. Saunders to make presentation. Time: 30 min.	6/29/00	SR & M. Saine
21	Costs & Cash Flow	QUARTERLY Review - Strategic Equipment Reserve	R. Arents to make presentation.	6/29/00	G. Cummings & SR
22	Costs & Cash Flow	Strategic Plan Review - Cost (DM), Compliance, Communications	L. Pulsifer to facilitate review	6/29/00	H. Burnley
23	*Organizational Capability*	*Technician 2000*	*R. Driver & B. Kanipe to make presentation. Time: 30 min.*	*6/29/00*	*K. Benner*
24	Quality System Implementation	Management Review 2	D. Connor & R. Fenner to make presentation. Time: 1 hr.	6/29/00	JAC
25	Organizational Capability	CTF Recognition Efforts	B. Hage to make presentation. Time: 1 hr.	7/20/00	K. Benner
26	Organizational Capability	Grade 11 & Below Talent Discussion	R. Driver to facilitate discussion which will last approximately one half of the meeting.	7/20/00	JRN
27	Quality System Implementation	SEMI-ANNUAL - Review of PM USA Sanitation Program	D. Chadick to give review	7/20/00	R. Cox & JAC

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28	Costs & Cash Flow	Strategic Plan Review - Cost (Converting, Other)	L. Pulsifer to facilitate review	8/17/00	H. Burnley
29	Organizational Capability	PPP & Promotability Ratings - Calibration Discussion	R. Driver to facilitate. Time: 1 hrs.	8/17/00	K. Benner
30	Compliance	EHS Assessment 1st Half 2000 Results	C. Stiff to give review. Time: 30 min.	8/31/00	DLM
31	Organizational Capability	Organizational Review & Technical Ladder Promotion Review	Meeting to be devoted to this topic.	9/28/00	K. Benner
32	Compliance	SEMI-ANNUAL Safety System Management Review	D. Merrill & C. Stiff to coordinate review.	10/12/00	DLM
33	Incentives & Compensation	IC/Stock Review	Time: 2 hrs.	10/12/00	K. Benner
34	Costs & Cash Flow	Operations Strategic Plan Update	L. Pulsifer to facilitate review by OBT for direct reports.	10/26/00	H. Burnley

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